Student Handbook

Villa Julie College
Stevenson, Maryland 21153

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THE VILLA JULIE COLLEGE SEAL

The dove symbolizes freedom, peace, individuality, poise, gentleness, love. The dove is ready for flight with strength in her wings, not too easily frightened but forever alert to all that is happening around her.

The branch she stands on symbolizes life, growth, rootedness, the Seven Oaks.

The background of the seal, emphasizing the dove, is technically called the valley and is in green, symbolizing the Green Spring Valley; the green leaves express life, growth, hope.

The open rim signifies the college's efforts toward openness and its belief in open-ended education.

The seal as a unit symbolizes simplicity, as well as incorporation into the scholarly tradition of the past since the general design is derived from a medieval gothic seal.

My dear students,

Welcome to Villa Julie - your fellowship for learning and growing, for becoming. You will know much joy here; you will also know some pain, for growth means change, and change is not painless. But that V.J. students are willing to pay the price of growth is evidenced by this handbook itself, hewn and fashioned, not by the faculty, but by the students.

C.S. Lewis says somewhere that the raw material of life is like a garden: it is a good thing, but "it will not fence and weed itself, nor prune its own fruit trees, nor roll and cut its own lawns. It will remain a garden, as distinct from a wilderness, only if someone does all these things to it . . ." That someone is primarily you. The faculty can guide, direct, impart information, provide an example; but it is you who decide whether to "take it or leave it," whether to prune and weed and grow into tall trees, or to evolve aimlessly into scrubby tangles. This Student Handbook represents student fences and gardening tools. Its end is not itself, not the fences, but strong, beautiful "tall trees" stretching out toward the sky, united with one another, and grounded in reality.

This is a lifetime occupation, of course, but you have these two years of relative peace in which to find your true and best self. And you do not work alone. The God who placed you in the soil of Green Spring Valley leaves you free but not unaided: everything is on your side! The faculty and I look forward to seeing you use it.

Your devoted,

SISTER MARY STEPHEN, S.N.D.

President

A happy new year!

The members of the Community Council express the wish that this Academic year will be one of stimulation, growth, and fulfillment for you and the entire Villa Julie College community. We bid you a warm welcome to our College.

The Student Handbook, compiled by Council members, is but one attempt to provide you with information and assistance. During the coming weeks, you will become acquainted with the present officers of Community Government - the Community Council representatives. They, along with the Freshman Council representatives who will be elected in October, have as their primary responsibility the fostering and facilitating of open and meaningful communication among the members of the student body, faculty, administration, and staff. Present your questions, proposals, criticism, to your Council representatives so that true community involvement and action may take place.

Additional information about the Community Government and the Council is presented on page 5. Take the time to read:

1. Why a Community form of Government?
2. What is Community Government?
3. Who is Community Government?

Get to know us -- and let us get to know you!

ACADEMIC CALENDAR

1972-1973

FIRST SEMESTER

August

28 (M) - Continuous Registration
29 (T) - Continuous Registration
30 (W) - Continuous Registration
31 (Th) - Continuous Registration

September

5 (T) - Opening Session (9-2:30)
6 (W) - Classes begin, 8:00 a.m.
9 (S) - Faculty Advisers Meeting, 9:30 a.m.
12 (T) - Faculty Meeting, 1:00 p.m.
- Last day to add a course

October

9 (M) - Columbus Day Holiday
20 (F) - End of First Quarter
23 (M) - Veterans Day Holiday
31 (T) - Last day to drop a course

November

8 (W) - Human Relations Workshop, 9:00 a.m.
9 (TH) - Faculty Meeting, 1:00 p.m.
23-24 - Thanksgiving Holidays

December

18-22 - First Semester Examinations

December 23 - January 21 - Semester Break

SECOND SEMESTER

January

22 (M) - Classes begin, 8:00 a.m.
23 (T) - Faculty Meeting, 1:00 p.m.
26 (F) - Last day to add a course

February

8 (Th) - Cultural Awareness Day 9:00 a.m.
19 (M) - Washington's Birthday Holiday

March

9 (F) - End of Third Quarter
12-18 - Spring Vacation
19 (M) - Classes begin, 8:00 a.m.
23 (F) - Last day to drop a course

April

17 (T) - Workshop for Women, 9:00 a.m.
20 (F) - Good Friday Holiday
23 (M) - Holiday
24 (T) - Classes resume, 8:00 a.m.
26 (Th) - Faculty Meeting, 1:00 p.m.

May

4 (F) - Closing Convocation and Field Day
8 (T) - Festival of the Fine and Lively Arts
14-18 - Final Examinations
20 (S) - Commencement Day

COMMUNITY GOVERNMENT

1. Why a Community form of Government?

After several years of searching for a meaningful revision of the Student Government Constitution, the officers and moderators of the 1970-'71 Student Government proposed a totally different constitution for the Villa Julie College community.

Believing that the Student Government Constitution then in use was not a unifying force in the college community, a constitution was sought that would provide for representation and participation of all members of the Villa Julie College community.

In January 1971, the Student Government was given a mandate to present the new constitution to the student body, and to the members of the Administrative Council for approval, by April, 1971. The newness of the Community Government concept, the difficulties inherent in defining the abstract in concrete terms, and the limitation of time led to the adoption of a working model constitution which would be further defined and refined by the addition of by-laws.

The Community Government Constitution holds the promise that had been anticipated, but also is weak and ambiguous in some of its language. A Constitution Committee, composed of Council representatives, was formed in February, 1972, to draft a more definitive constitution for the consideration, and hopefully, approval of the Administrative Council and the college community. Work is continuing on this revision at the present time.

2. What is Community Government?

Under Community Government (approved by the Administrative Council in May, 1971), elected representatives of the college community, comprising members of the student body, administration, faculty, and staff, meet weekly in Council. In addition, the Council holds

open meetings and hearings in an effort to provide for the widest participation in government by all members of the community.

An Activity Fee of $15 per annum forms the basis of monies administered by the Community Council. A Budget Committee, consisting of the Council Treasurer (a student) and Co-treasurer (administration, faculty, or staff elected representative) submit a proposed budget for all activities and organizations, as well as class grants, based on the requests submitted to the Budget Committee. Faculty members are also free to request funds for guest lecturers, films, etc. This budget must be approved by all Council members and disbursement of funds is dependent upon the vote of the Community Council.

3. Who is Community Government?

Community Government is YOU and all members of Villa Julie College - students, administrators, faculty, and staff. Council members act as elected representatives of the various groups. It is important to remember that the effectiveness of your representative depends, in part, upon his knowing your needs, positive suggestions, complaints.

Listed below are the Council representatives for 1972-'73. These, in addition to the four Freshman representatives and one administration representative to be elected in October, 1972, provide for a total representation of eight students, two faculty members, two administration members, and one staff member.

Student Body Representatives

Senior Class

1. Trina Bolton - Child Study Program representative
2. Kathy Farmer - Secretarial Programs representative
3. Mary Pat Noppinger - Transfer Program representative
4. Kippi Myers - Vice-President, Senior Class

Freshman Class

To be elected in October. Class officers will also be elected at this time.

Administration Representatives

1. Sister Mary Alice Dante - Registrar
2. To be elected in October

Faculty Representatives

1. Sister M. Bernadette - Associate Professor of Theology and Director of Student Financial Aid
2. Mrs. Dorothy Sprinkle - Assistant Professor of Medical Science and College Nurse

Staff Representative

1. Mrs. Carolyn Sinclair - Secretary to the President

Community Government Adviser

1. Mrs. Lois O'Brien - Director of Counseling Services

STUDENT SERVICES

Where to find the answer, if you want to:

1. Talk over a personal problem	Counselor
2. Talk over a scholastic problem	Instructor/Faculty Advisor/ Counselor/Dean of the College
3. Buy books or supplies	College Store
4. Obtain information regarding:	
Academic Program	Dean of the College
Admissions	Director of Admissions
Change in Course	Registrar
Clubs and Organizations	Community Council Office/ Director of Student Activities
Delay or absence of instructor	Dean of the College
Fees, charges, tuition	Business Office
Grades	Registrar
I.D. Cards - replacement of	Community Council Office
Lockers	Community Council Office
Lost and Found	Community Council Office
Parking Permits	Business Office
Scholarships and Loans	Director of Student Financial Aid
Social Events	Director of Student Activities
Test Interpretation	Counselor
Transcripts	Registrar
Transfer Information	Dean of the College
Volunteer Services	Community Council Office
Vocational Planning	Counselor
Withdrawal from College	Counselor and Registrar
5. Know what is going on	Bulletin Boards
6. See a Faculty member	The schedule of available hours is posted on his office door
7. Report illness or injury during school hours	College Nurse
8. Find a part-time job	Secretarial Placement Office
9. Find a job after graduation	Secretarial Placement Office

STUDENT SERVICES PERSONNEL

1. Dean of the College	Sister Helen Lawrence, Learning Center, Administration Wing
2. Business Manager	Miss Betty Lou Lyons, Learning Center, Administration Wing
3. College Nurse	Mrs. Dorothy Sprinkle, Founders' Hall, 2nd Floor
4. Director of Admissions	Mr. Robert Koermer, Founders' Hall, 1st Floor
5. Director of Counseling Services	Mrs. Lois O'Brien, Ground Floor, Student Center
Counselor	Mrs. Beulah Newby Ground Floor, Student Center
6. Director of Student Activities	
7. Director of Student Financial Aid	Sister M. Bernadette, Learning Center, Colonnade Side
8. Director of Secretarial Placement	Mrs. Edna Fowke, Founders' Hall, 1st Floor
9. Registrar	Sister Mary Alice Dante, Learning Center, Administration Wing

STUDENT SERVICES

COUNSELING SERVICE

The Counseling Office is located on the ground floor of the Student Center. The service is offered to assist students with the range of personal and academic problems which they may encounter during their years at Villa Julie College.

Individual and group counseling and advisement are available in such areas as: study techniques, vocational exploration and testing, and personal and social adjustment. Students are encouraged to use these services as their needs require.

The relationship students establish with the counselor is based on the principle of confidentiality as standard ethical practice.

FACULTY ADVISING

The aim of the faculty advising is to assist the student in her reach for answers; to aid her to give serious thought to the contribution she can make in her chosen field; to help her identify her goals and choose the steps to achieve them.

The relationship between adviser and advisee depends on both the initiative of the student and the faculty member. Advising days will be scheduled each month, and students are urged to see their advisers when they deem it necessary.

All new students will be assigned an adviser at random. Returning students will select their adviser. Changes of adviser or advisee may be made through the Counseling Office after the first semester. Students should recognize that the number of advisees for any one adviser will, of necessity, be limited.

HEALTH SERVICES

There is a registered nurse available for routine first aid and emergencies. An infirmary with adjoining bath and nurse's office are

located on the second floor of Founders' Hall. When the nurse judges it desirable, specialists who are registered with the college, may assist with any referrals.

FINANCIAL AID

The Financial Aid program at Villa Julie College is designed to assist any student who can demonstrate a need for financial help in order to pursue or continue her college education. The amount of financial assistance a student may receive depends solely upon her need - taking into account her own financial resources, those of her parents, and the cost of attendance at Villa Julie College.

A student seeking financial assistance may receive it in the form of a loan, a scholarship, a grant, on-campus employment, off-campus employment, or any combination of these aids depending on her particular circumstances. The Financial Aid Committee is responsible for formulating policy in regard to financial assistance and the Director of Student Financial Aid is responsible for executing this policy.

LIBRARY

Borrowing Procedures

Three types of books are available in the library: circulating, reference, and reserve.

Circulating books are shelved on the first floor. Books may be borrowed for four weeks and renewed if there have been no prior requests. The fine for overdue books is five cents per book for each college day.

Reference books are consulted for information but are not intended to be read through. The books can be identified by the "R" above the call number. Reference books may not be taken from the library.

Reserve books are those which faculty members have selected for

special assigned readings. Request reserve material at the circulation desk and sign the enclosed card. The book may be signed out for one hour. If no one has requested the material, it may be kept for an additional hour. A book "on reserve" may not be taken from the library.

Periodicals

Current issues are shelved on the first floor. Back issues are bound and shelved on the second floor in alphabetical order. A list of the periodicals in the Villa Julie College library is available at the circulation desk. Periodicals may not be taken from the library.

Visual Aids

Machinery and materials are requested at the rear window of the technical services room by means of requisition forms. Two listening rooms are available at the rear of the library.

Reference Services

The reference librarian will be glad to help you in locating material for your research.

Hours

Library hours are posted at the library entrance.

PLACEMENT SERVICES

The Director of Secretarial Placement works primarily with the medical and business legal seniors in securing positions for internship and final placement. This service includes interviewing, counseling regarding positions, salary trends, job benefits, and employer and student follow-ups.

A record is made of all calls received from employers within the area. This information is available in the Placement Office and is also posted on the Placement Bulletin Board throughout the year. Students are asked to register with the Secretarial Placement Office if they

are interviewed for any job posted on the board. The service extends during the summer months and after graduation.

This service is available to alumnae as well as current students.

Students in the Child Study Program and in the Transfer Programs are also given help in obtaining temporary positions and positions after graduation.

VOLUNTEER SERVICE

Villa Julie College seeks to provide the student with a truly liberal education. This includes not only sound academic preparation, but the knowledge of the community and its needs as well.

The Volunteer Service exists to aid students in exploring modes of community involvement and social work. Examples of opportunities for community action are to be found in the following areas:

1. Hospitals - general and special;
2. Schools - public, special education, day care centers, nursery;
3. Social Welfare agencies.

Students are urged to seek further information from the Community Government office.

THE COLLEGE STORE

The College Store is located on the first floor of Founders' Hall. Students may obtain textbooks, school supplies, cards, stationery, posters, pennants, VJC car stickers, and gifts. The College Store is open daily.

I.D. CARDS

Identification cards will be issued to each student at fall registration. The I.D. card, upon presentation, entitles Villa Julie College students to free admission to mixers, dances, Drama and Glee Club pre-

sentations. Student discounts are also available at selected stores and establishments throughout the area.

The initial cost of the I.D. card is covered by the Student Activity fee. Losses should be reported to the Community Government office. A charge of $5.00 will be made for the replacement of a lost card.

FOOD SERVICE

Food service is provided by vending machines located in the Student Center. Hot and cold lunches, snacks, beverages, and desserts are available.

LOCKERS

The locker room is located on the ground floor of the Student Center. Lockers are assigned by the Community Government during freshman orientation.

Locks are not essential for lockers; however, those using locks are asked to register the combination with the Community Government.

MAILBOXES

Student mailboxes are located in Founders' Hall near the food service area. Each mailbox has the student's name above it. Senior boxes are located on the west wall; freshman boxes on the north wall.

Although the mailboxes are open, the right of privacy must be observed.

Students are asked to check their mailboxes daily.

LOST AND FOUND

Lost and Found is located in the Community Government office in the Student Center. All lost and found articles should be taken there on the day they are found.

TRADITIONS

Villa Julie College honors the following traditions:

VJ Pin

The VJ Pin is awarded at graduation to the student, or students, who exemplify the ideals of the college in an outstanding manner. Recipients of the award are selected by a committee of administration, faculty, and staff.

Unsung Senior Award

The Unsung Senior Award is given during commencement week to the senior who, with no formal recognition, unselfishly and unceasingly gave of herself and her time to the college. The recipient is nominated by faculty and senior students and voted upon by the Senior Class.

Joan Suzanne Gregory Award

The Joan Suzanne Gregory Award is presented at graduation to the outstanding graduate of the Medical Secretarial Program. She is the student who has exhibited superior performance in secretarial skills, outstanding achievement in Medical studies, above average achievement in liberal arts studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Medical Secretarial Program.

Edna A. Sweeney Award

The Edna A. Sweeney Award, for the outstanding senior in the Business/Legal Secretarial Program, is presented at graduation to the student who has exhibited superior performance in secretarial skills, outstanding achievement in Business/Legal studies, above average achievement in liberal arts studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Business/Legal Secretarial Program.

Evalyn M. Stevenson Award

The Evalyn M. Stevenson Award, presented to the outstanding senior in the Child Study Program at graduation, honors the student who has manifested

cultural and intellectual interests, exhibited superior achievement in the theoretical and practical aspects of each of the Child Study courses, demonstrated ability to communicate with children and to foster their creative growth, manifested integrity, personal freedom, love of children, and dedication to the ideals of Villa Julie College and of the profession. The recipient is selected by the faculty engaged in the Child-Study Program.

Villa Julie College Award

Presented to the outstanding graduate of the Transfer Program, the Villa Julie College Award honors the senior who has manifested intellectual interest, exhibited superior achievement in each division of the liberal arts, ranked in the top quintile of the class, and manifested integrity, personal freedom, understanding, responsiveness, and creativity.

Dances

Three dances are scheduled during the year: Freshmen Welcome Dance, Christmas Dance and Spring Formal.

Campus Days

Two days on which high school students are given the opportunity to visit the college, to sit in on classes, to talk with students and faculty, and in general, to learn about the college on a first-hand basis.

Founders' Day

An annual Festival of the Fine and Lively Arts is held in May. Through all the arts at its disposal - music, dance, song, poetry, and drama - the college community expresses awareness and celebration of itself and its world.

Honors Convocation

A final assembly of the students and faculty honors students who have achieved high academic standing and outstanding social accomplishments.

Field Day

Sponsored by the WRA at the finish of the academic year - consists of competition in athletic games between the two classes and between the faculty and students.

Commencement

This is the climax of the academic year at which Seniors, parents, and friends attend the presentation of degrees and honors. Freshmen are invited to attend these exercises.

ACADEMIC REGULATIONS

ATTENDANCE POLICY

The faculty of Villa Julie College believes that what their students most need is not coercion; rather, the emphasis in a college should be on communication of truth, along with guidance, trust, and daily opportunities for free and responsible action (including necessarily the opportunity to learn from one's mistakes as well as from one's achievements). Therefore, there are no sanctions regarding all students' attendance of classes. Each student will be responsible for her own class attendance.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. Grades will be based on demonstrated achievement of the objectives of the course, not on appearance in class as such.

GRADES AND REPORTS

The academic standing of a student is determined by the quality and quantity of her work. For admission into the senior class, a student must have completed a minimum of thirty semester hours of satisfactory grade.

A student's grades are determined by her achievement in class work and by her midterm and final examinations.

Grades are issued at the end of each quarter. The first and third quarter marks are advisory; the semester grades determine actual academic standing.

The grading system is as follows:

A	Unquestioned excellence; outstanding achievement.
B	Above average attainment.
C	Satisfactory mastery of essentials.
D	Mere fulfillment of minimum requirements; inferior performance (only three hours of D in any one semester will be counted toward a degree). Generally not accepted for transfer credit.

F Failure; no credit for the course.

I Incomplete - the grade of "I" will be granted only by written request, and is subject to approval of both the Dean of the College and the instructor. An "I" which is not removed in four weeks automatically converts to an "F". No quality point average will be computed for a student while any course remains imcomplete.

QUALITY POINT AVERAGE

Rank in class, academic standing, class promotion, graduation, and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points allotted to each letter grade are as follows:

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality point
F	0 quality points

In any one semester only three credits in D are counted for the degree and computed in the quality point average.

DEAN'S LIST

Students who earn a quality ratio of 3.4 in any semester have their names placed on the Dean's List.

ACADEMIC STATUS

Any student who has attempted 9 to 16 semester hours of credit and whose quality point average falls below 1.50 is assigned probationary status for that semester. A student who has attempted 17 to 28 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 28 or more credits she must achieve a quality point average of 2.00 in order to be assigned regular academic status.

GRADUATION REQUIREMENTS

In order to qualify for the degree of Associate in Arts, the Student must meet the following requirements:

- Successful completion of a curriculum approved for the student by the College.
- Satisfactory completion of a minimum of sixty hours of academic credit, in addition to the two courses in physical education required for all students.
- Earn no less than 30 hours of credit at Villa Julie College.
- Earn a quality point average of 2.00 or more ("C" average or better).
- Earn at least 40% of the credit hours in the Arts and Sciences:

  Two courses in English Composition and Literature
  Two courses in Physical Education OR Modern Dance
  One course in Speech OR Drama
  One course in the Fine Arts (Art, Music, Dance)
  One course in Philosophy
  One course in Religion
  One course in the Social Sciences (History, Political Science, Psychology, Sociology, Economics)

- Satisfactory compliance with all the general regulations of the College.

It is the responsibility of the student to see that these requirements are fulfilled.

LATE REGISTRATION

A student unable to be present at the scheduled registration hour may make arrangements with the Registrar for accomplishing this matter. A fee of $5 will be charged for each early or late registration.

SCHEDULE CHANGES

A student's program of studies is made out in consultation with the Dean of the College.

Any student who wishes to add a subject may do so only during the first week of classes each semester.

A student is permitted to drop a course up to 8 weeks after the semester begins. After that time any student who drops a course receives a grade of "F".

There will be a fee of $1 charged for each change in schedule made after registration is complete.

COURSE LOAD

The normal student load is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the College. There is an additional tuition charge for credits over 17 hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets 3 lecture hours a week for one semester receives three credits for that class.

TRANSCRIPT REQUESTS

Transcripts of a student's record will be sent to other educational institutions and organizations only upon written request of the student concerned. The student must submit a request form, and a fee of $1 to the Registrar before the transcript is issued. Official transcripts are not issued to the individual student or graduate.

All financial obligations to the College must be met before a transcript is issued.

WITHDRAWAL PROCEDURES

A student planning to withdraw from the College should understand that her record is not complete until she has officially withdrawn. The student must meet with a counselor and complete a Notice of Withdrawal Form and file this with the Registrar of the College.

A student must withdraw in person; however, in special cases a student may request by letter to be withdrawn.

The College reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the College.

EXAMINATION POLICY

Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, she must present her reason in writing to the Dean of the College, and after securing the approval of the instructor (who must devise a new examination) the student may make arrangements with the Dean for taking the examination. However, a fee of $10 will be charged for each early or late examination.

Students who have a conflict in their exam schedule should inform the Dean. They will take their exam in a special "conflict room." The student will pick up her exam at the assigned time from the instructor and take it to the room set aside for conflicts.

DELAY OF INSTRUCTOR

If an instructor is late for class, the students should contact the Dean's office to find out if a message was left for the class, and what time the instructor is expected.

Students should wait for the instructor in the classroom at least ten minutes before leaving class for the day.

GENERAL INFORMATION AND REGULATIONS

ALCOHOL AND DRUG POLICY

The Villa Julie Community, recognizing the inherent dangers of alcohol and drug abuse to both the individual and the community, affirms such abuse to be contrary to our goals and to present laws.

To aid the individual involved in alcohol and drug abuse, counseling will be available through the resources of the Villa Julie Community as well as social agencies and psychiatric referrals.

Members of the community should also be aware that alcohol and drug abuse

by an individual could result in further action.

Policy Approved by Administrative Council
April 1971

SNOW DAYS/INCLEMENT WEATHER

Villa Julie College follows the snow policy of the Baltimore County Public Schools. Information about closing or late opening can be heard on radio stations in the morning. Please do not call the College.

When the Baltimore County Public Schools are closed, the College is closed. When the Baltimore County Public Schools open one hour late, the 8 o'clock classes scheduled for that day are canceled; the rest of the schedule is as usual.

PARKING AND CAR REGULATIONS

All student cars must be registered in the Business Office. There is ample parking on the student parking lots. Parking on the roadways, or in faculty, staff, and visitor parking areas will result in fines. Please observe the 20 mph speed limit on campus.

SMOKING AND EATING

Because of fire prevention and housekeeping standards, smoking and eating are allowed in the Student Center dining area only. There must be no smoking, eating, or drinking in the library, classrooms, lecture rooms, or halls.

BULLETIN BOARDS

Bulletin boards are located in strategic areas throughout the College. In Founders' Hall and the Student Center bulletin boards are designated for Community Government, college activities, outside events, placement, area cultural activities, foreign study, college transfer information.

TELEPHONES

The College telephone (301) 486-7348 is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Messages received for students will be placed

in their mailboxes. Faculty and students will be called from class for emergency reasons only.

Pay phones are available for student use. Their locations are:

486-9872 - Lobby, Learning Resource Center
486-9869 - North wall of Student Service area
484-9758 - Ground Floor, Student Center

STUDENT CHANGES OF ADDRESS

All student changes of address and/or telephone numbers should be reported to the Registrar's office.

CARE OF BUILDINGS

The buildings will be open from 7:30 a.m. to 6:00 p.m., Monday through Friday. Students and their guests are expected to show maturity in their responsible treatment of Villa Julie College buildings and grounds.

Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as dances or other activities, permission must be received through the Business Office.

GUESTS ON CAMPUS

Guests of students may be entertained in the Student Center. They may also attend classes with the permission of the instructor.

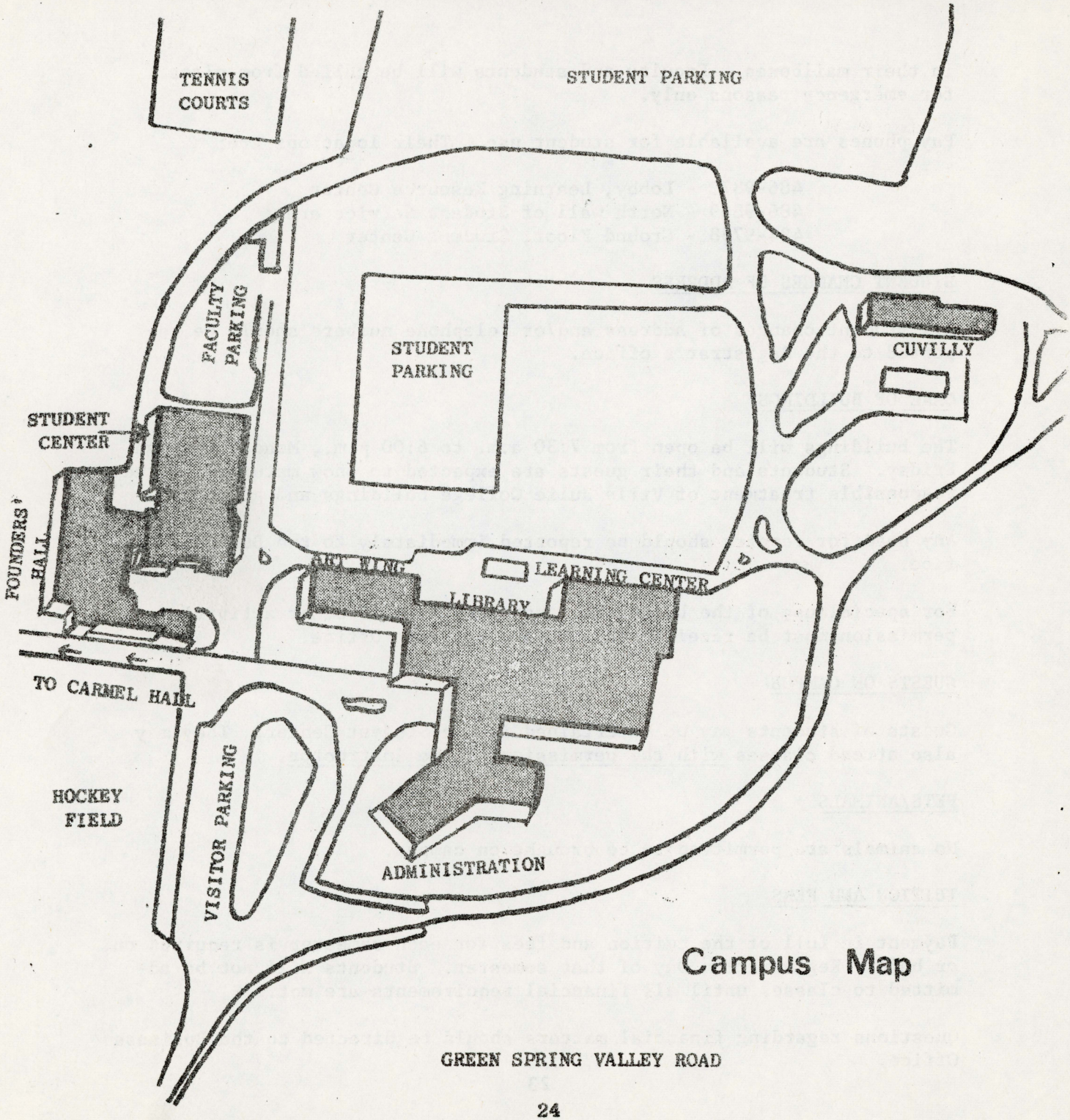
PETS/ANIMALS

No animals are permitted to be brought on campus.

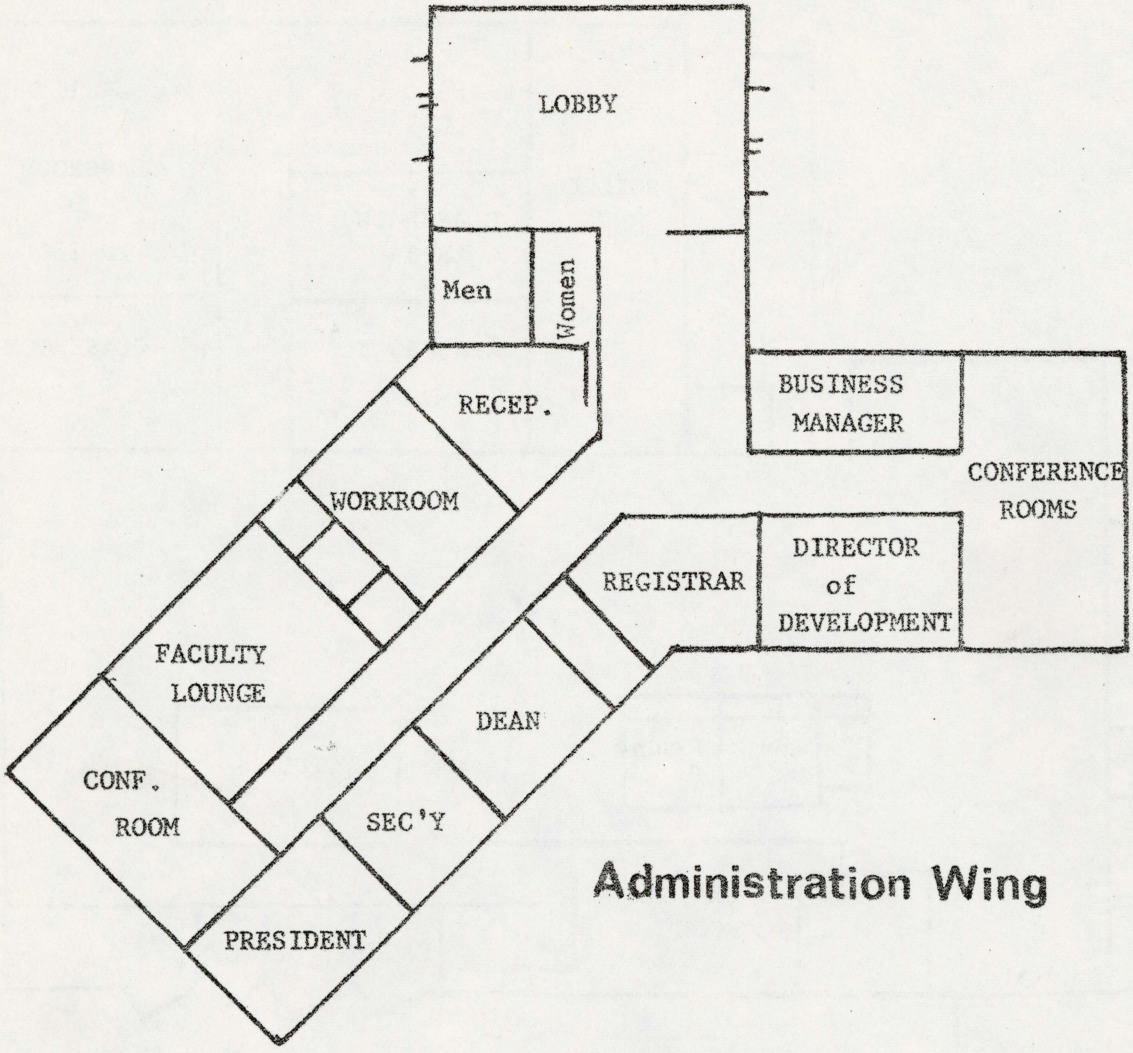
TUITION AND FEES

Payment in full of the tuition and fees for each semester is required on or before Registration Day of that semester. Students will not be admitted to classes until all financial requirements are met.

Questions regarding financial matters should be directed to the Business Office.

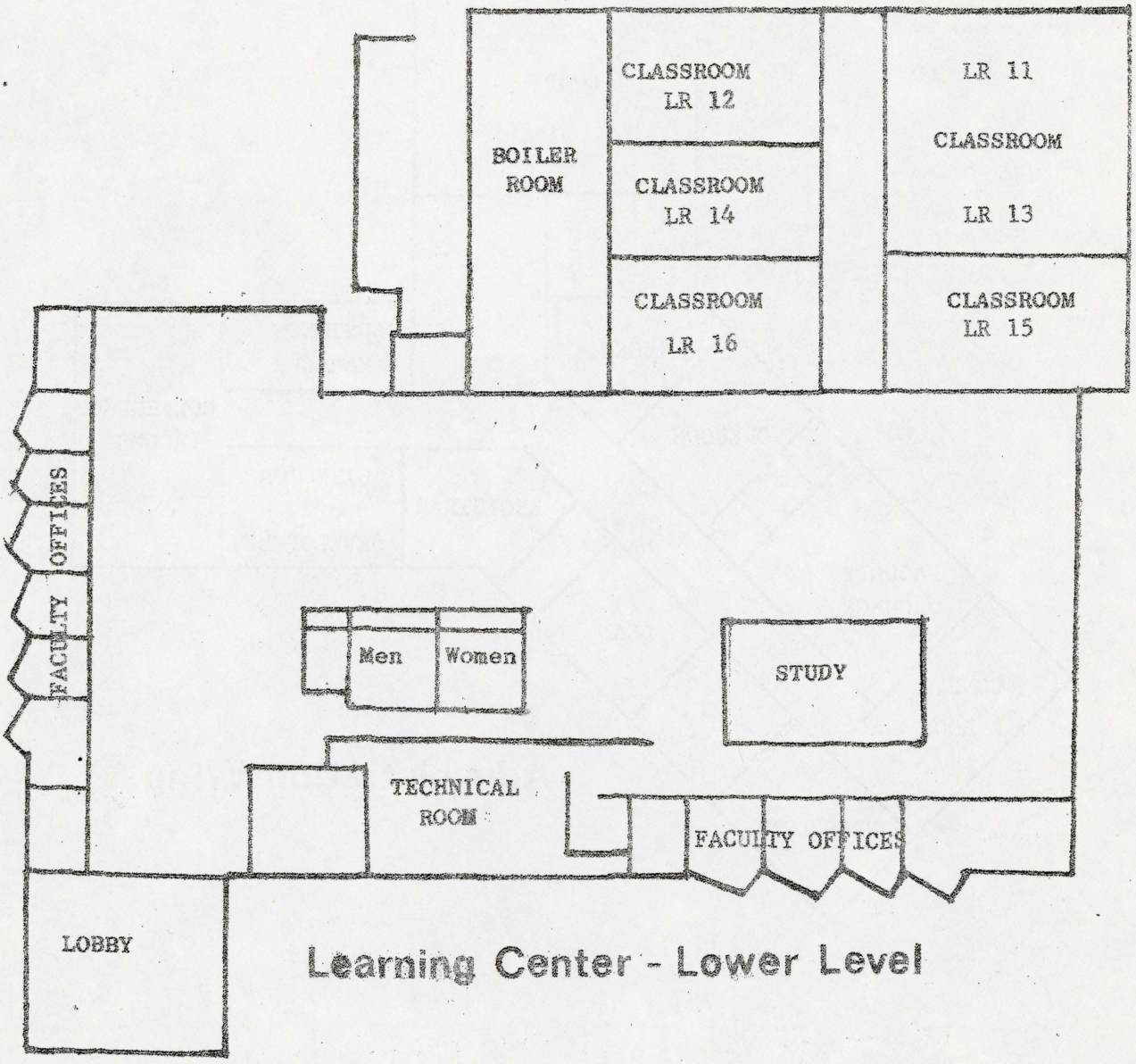

TENNIS COURTS
STUDENT PARKING
FACULTY PARKING
STUDENT PARKING
CUVILLY
STUDENT CENTER
FOUNDERS' HALL
ART WING
LEARNING CENTER
LIBRARY
TO CARMEL HALL
HOCKEY FIELD
VISITOR PARKING
ADMINISTRATION
GREEN SPRING VALLEY ROAD

Campus Map



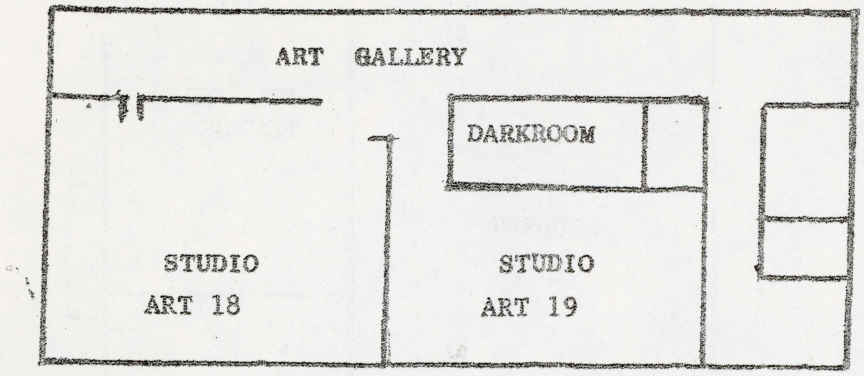
Administration Wing

GREEN SPRING VALLEY ROAD

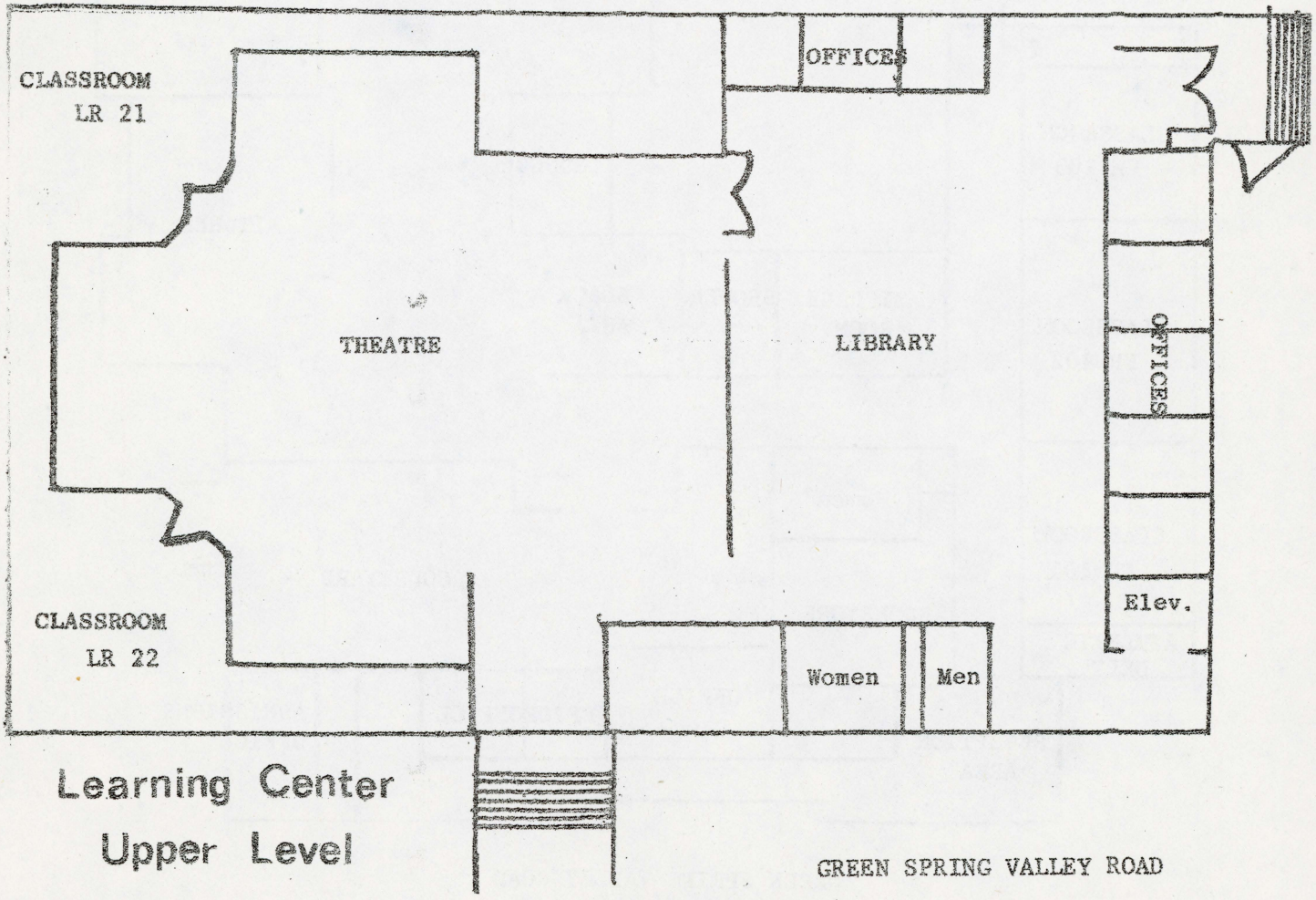


Learning Center - Lower Level

GREEN SPRING VALLEY ROAD



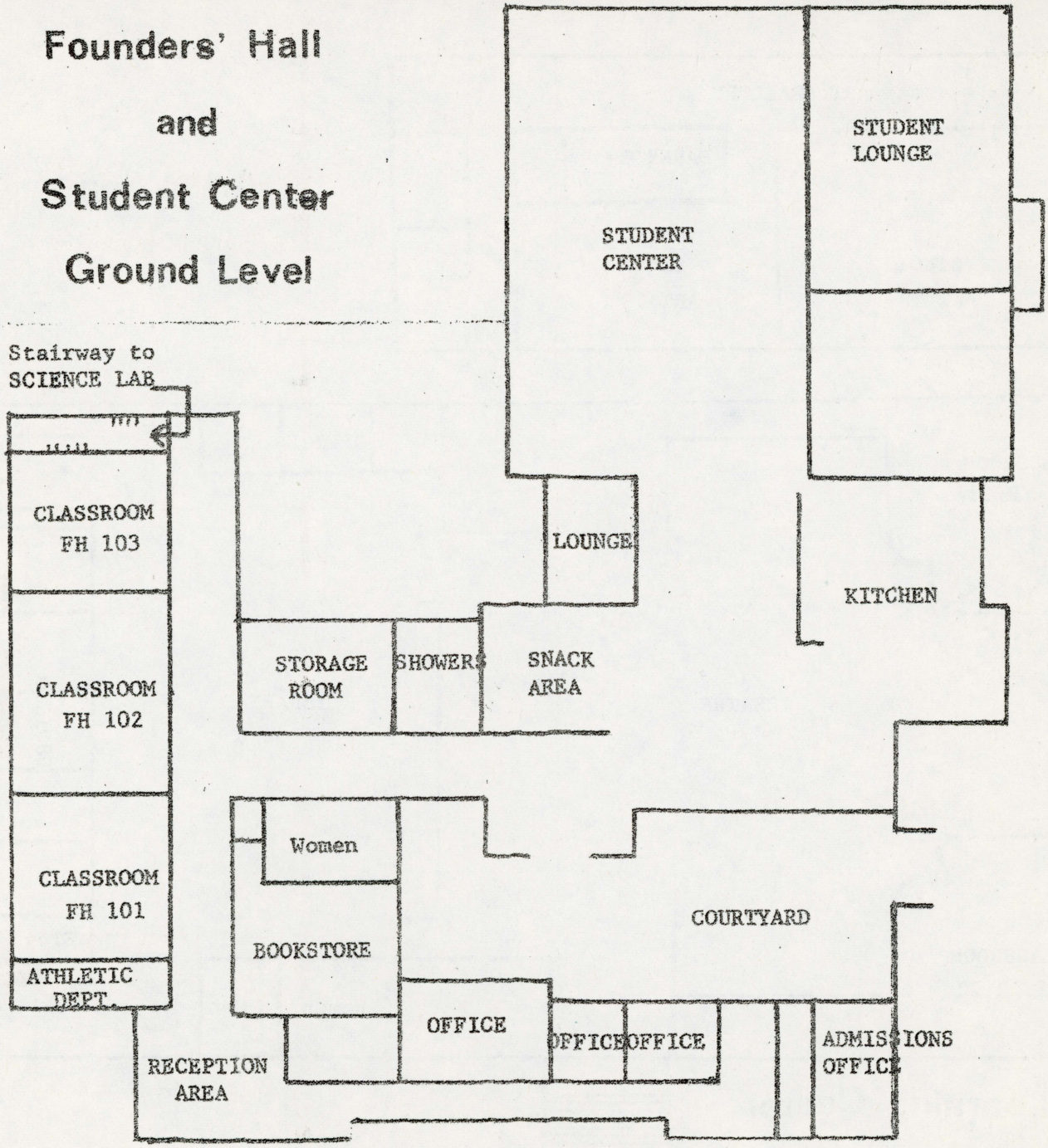
Art Wing

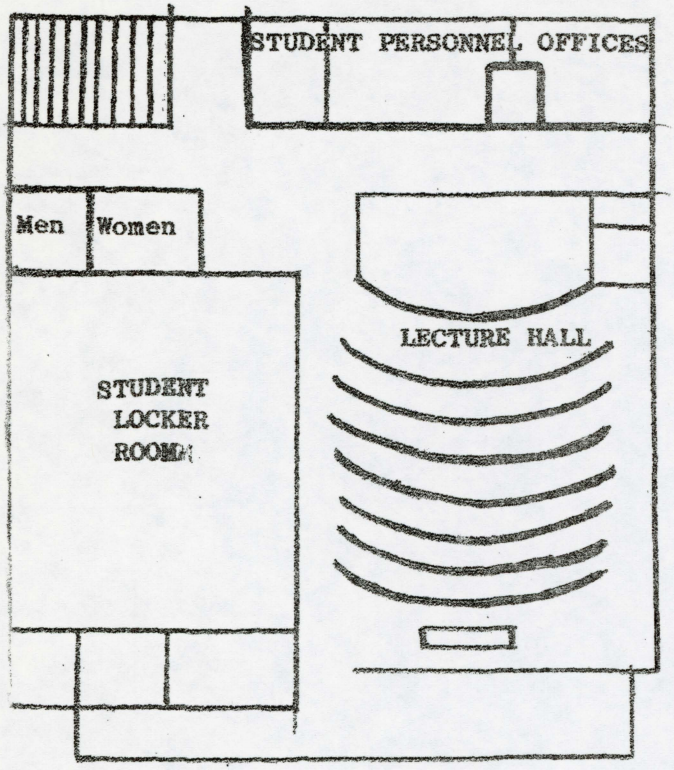


Learning Center
Upper Level

GREEN SPRING VALLEY ROAD

Founders' Hall and Student Center Ground Level



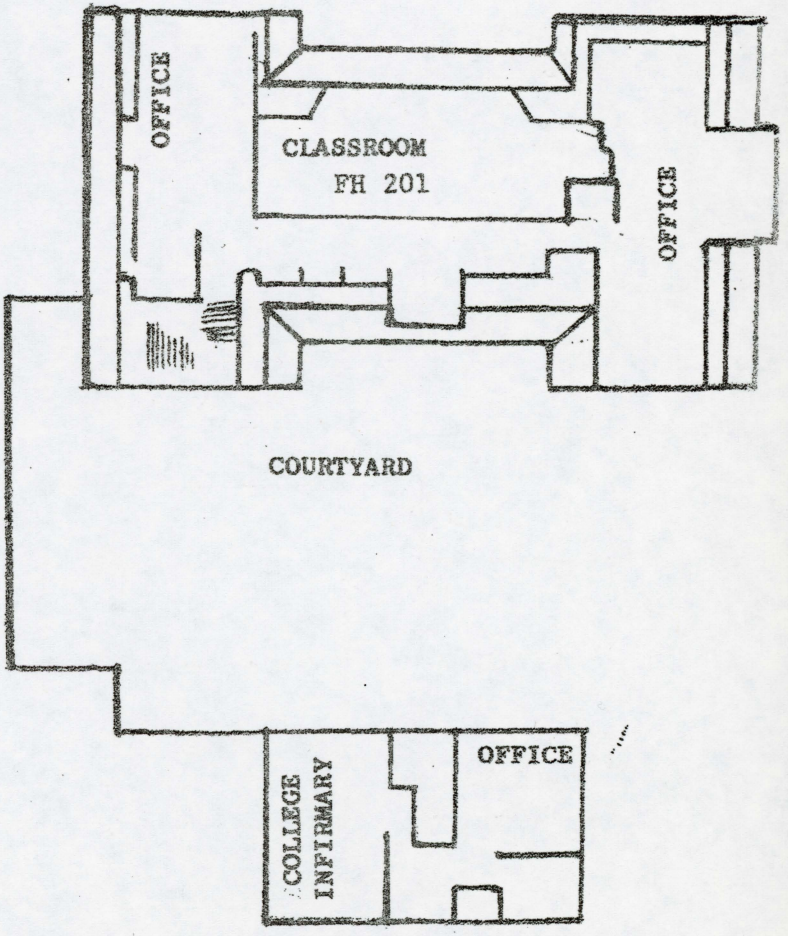


Student Center

Lower Level

Founders' Hall

Second Level



GREEN SPRING VALLEY ROAD